

Fraternal Societies

Amended February 3, 2003

Company Name:

NAIC Company Code:

Contact:

Telephone:

Required Filings In The State Of: *Washington*

Filings Made During the Year **2003**

(1) Check -list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		I. NAIC FINANCIAL STATEMENTS						
	1	Annual Statement (8 ½"x14")			0		NAIC	N
	1.1	Printed Investment Schedule detail (Pages E01-E25)			xxx		NAIC	
	2	Quarterly Financial Statement (8 ½" x 14")			0		NAIC	
	3	Separate Accounts Annual Statement (8 ½"x 14")			0		NAIC	N
		II. NAIC SUPPLEMENTS						
	10	Accident & Health Policy Experience Exhibit			0		NAIC	N
	11	Interest Sensitive Life Insurance Products Report			0		NAIC	N
	12	Investment Risk Interrogatories			0		NAIC	N
	13	Long Term Care Experience Reporting Forms			0		NAIC	N
	14	Long Term Care Insurance Exhibit			0		NAIC	N
	15	Management Discussion & Analysis			0		Company	N
	16	Medicare Supplement Insurance Experience Exhibit			0		NAIC	N
	17	Risk-Based Capital Report			0		NAIC	N
	18	Statement of Actuarial Opinion			0		Company	N
	19	Statement on non-guaranteed elements—Ex. 5 Interr. #12			0		Company	N
	20	Supplemental Compensation Exhibit			N/A		NAIC	N
	21	Supplement to Valuation Report			0		NAIC	
	22	SVO Compliance Certification			0		NAIC	N
	23	Trusted Surplus Statement			0		NAIC	N
		III. ELECTRONIC FILING REQUIREMENTS						
	30	Annual Statement Electronic Filing			xxx		NAIC	
	31	March .PDF Filing			1	3/1	NAIC	
	32	Separate Accounts Electronic Filing			xxx		NAIC	
	33	Separate Accounts .PDF Filing			1	3/1	NAIC	
	34	Supplemental Electronic Filing			xxx		NAIC	
	35	Supplemental .PDF Filing			1	4/1	NAIC	
	36	June .PDF Filing			1	6/1	NAIC	
		IV. AUDITED FINANCIAL STATEMENTS						
	51	Accountants Letter of Qualifications			0		Company	N
	52	Audited Financial Statements			0		Company	N
	53	Audited Financial Statements Exemption Affidavit			1	6/1	Company	
	54	Designation of Independent CPA (annual filing)			1	12/31/2002	Company	
	55	Notification of Adverse Financial Condition			1	within 5 days	Company	
	56	Report of Significant Deficiencies in Internal Controls			0		Company	N
	57	Request for Exemption to File			1	5/16	Company	
		V. STATE REQUIRED FILINGS						
	101	Certificate of Compliance			0		State	
	102	Certificate of Deposit			0		State	
	103	Certificate of Valuation			0		State	
	104	Risk-Based Capital Report .PDF Filing	change →		0	3/1	NAIC	O
	105	Accountants Letter of Qualifications .PDF Filing			1	6/1	Company	N
	106	Report of Significant Deficiencies in Internal Controls .PDF Filing			1	6/1	Company	N

*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

Fraternal Societies

Amended February 3, 2003

Required Filings In The State Of: *Washington*

Filings Made During the Year 2003

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)			
	A	Required Filings Contact Person:	Chase Davis 360-725-7204, ChaseD@oic.wa.gov
	B	Filing Address: See next page for optional Jurat signature page	ftp.oic.wa.gov FTP passwords will be distributed by email about February 4, 2003. If you do not receive it by February 5, email the contact person in Note A. For signature pages by mail: Attention: Company Supervision Division PO Box 40259, Olympia, WA 98504-0259 For signature pages by delivery: Attention: Company Supervision Division 5000 Capitol Boulevard SE, Tumwater, WA 98501
	C	Mailing Address for Filing Fees:	Included on the License Renewal form.
	D	Mailing Address for Premium Tax Payments:	License information is sent separately with its own address. Contact person: Beverly Dyal 360-725-7032.
	E	Delivery Instructions:	For signature pages: U.S. Mail: U.S. Postal Service postmark no later than the indicated due date. Delivery Service: Filings must be physically in the possession of the delivery service no later than the indicated due date.
	F	Late Filings:	The society forfeits \$100 per day for neglecting to file an annual statement or supplements in the form and within the time provided. The Commissioner may notify the society its authority to do business in this state shall cease while the default continues.
	G	Original Signatures: (concurrent paper signature page)	Domestic: Original signatures required, except the audited financial statements. Foreign: Facsimile signature or reproduction of original signatures allowable.
	H	Signature/Notarization/Certification:	Jurat: At least two of the required officers must sign. Notary digital signature required when using digital signatures on NAIC financial statements.
	I	Amended Filings:	Follow the applicable NAIC instructions.
	J	Exceptions from normal filings:	Written requests required. State the cause in sufficient detail. For time extensions, state the date the reporting entity will file. Address to Dennis Edward Julnes, Chief Financial Analyst at DennisJ@oic.wa.gov or fax to 360-586-2022. Foreign: Must also supply a copy of any exemption or extension approval from state of domicile..
	K	Bar Codes (State or NAIC)	NAIC bar codes required on any concurrent paper signature pages that have a document identifier code.
	L	Affidavit of Filing and Financial Statement Attestation	not applicable
	M	NONE Filings:	Washington allows consecutive “none” pages on one page.
	N	Filings new, discontinued or modified materially since last year:	Most filings previously required on paper are now required to be sent to the OIC FTP site in .PDF electronic form. May use digital signatures or file a concurrent paper signature page.
	O	Risk-Based Capital Report: Change	We modify the requirement to use the NAIC life RBC report and instructions; foreign societies may use the Fraternal report and instructions. We also modify the RBC report filing requirement, making it subject to request by the OIC.

Fraternal Societies 2003

Washington

General Instructions For Companies to Use Checklist

Amended February 3, 2003

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will send mailing labels and other information to all companies but will not be sending their own checklist this year.

Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC and via the Internet with the Office of Insurance Commissioner (OIC). Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC. Companies may only file via the Internet with the OIC.

Column (1) (Checklist)

For use with the NAIC; do NOT send checklists to Washington.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The *Annual Statement Electronic Filing* includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investments schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The *March .PDF Filing* is .pdf files for annual statement data, detail for investment schedules and supplements due March 1.

The *Separate Accounts Electronic Filing* includes the separate accounts annual statement and investment schedule detail. The *Separate Accounts .PDF Filing* is the .pdf file for the separate accounts annual statement and investment schedule detail.

The *Supplemental Electronic Filing* includes all supplements due April 1, per the *Annual Statement Instructions*.

The *Supplemental .PDF Filing* is the .pdf file for all supplements due April 1.

The *June .PDF Filing* is the .pdf file for the Audited Financial Statements.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (E) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits.

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: "NAIC," "State," or "Company," If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions (generally, on its website). If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.